
RELATIVE LICENSURE

Every relative with placement of a child in foster care must be referred for licensure. Every effort must be made to ensure relative caregivers who are referred for licensure complete licensure within 180 calendar days of placement. Within 45 calendar days of placement, the relative **must** be referred to a certification worker; see [FOM 921, Foster Family Home Certification](#), and [FOM 922, Foster Family Recruitment, Support and Development](#).

The referral packet for licensing must include:

- MDHHS-5770 Relative Placement Safety Screen.
- DHS-3130A Relative Placement Home Study.

Relative Licensing Certification Process

Upon receipt of the licensing referral, the certification worker must:

- Contact the relative placement within one business day to schedule a home visit.
- Complete two home visits with the relative within 30 calendar days of the referral, and monthly thereafter, until licensure.
- Engage the family in the licensing process, including:
 - Contacting the relative caregiver weekly to assess the progress towards licensure, identify barriers, and provide assistance with the licensing process.
 - Providing direct assistance to the relative caregiver in overcoming any barriers noted, such as driving the relative caregiver to get fingerprints as opposed to giving bus tokens; assisting in scheduling medical appointments; calling references and documenting that the reference was received via telephone.
- Ensuring the relative is licensed within 180 calendar days of placement of the child into the relative's home.

- Notifying the assigned foster care worker immediately if the relative is unable to become licensed.

Foster Care and Licensing Coordination

The foster care caseworker must have monthly contact with the certification worker until the family becomes licensed. The foster care caseworker and the certification worker must work together to address any barriers to licensure.

The certification worker is primarily responsible for assisting the family in rectifying the barriers to licensure. Efforts may include but are not limited to:

- Requesting funds from the [Family Incentive Grant \(FIG\)](#) for home improvement purchases or services required to meet the Division of Child Welfare Licensing (DCWL) licensing standards.
- Preparing written requests for variances to administrative rules.
- Preparing Administrative Review Team summaries for DCWL.

The foster care caseworker is responsible for documenting the barriers and efforts in the case service plan and assisting the certification worker when necessary.

American Indian/ Alaskan Native Children

For caregivers of American Indian/Alaskan Native children as defined by the Indian Child Welfare Act or the Michigan Indian Family Preservation Act, foster home licensing is optional. Caseworkers must refer to [NAA 200, Identification of an Indian Child](#) and [NAA 215, Placement Priorities for Indian Children](#) for policy requirements.

LEGAL AUTHORITY**State Laws**

Foster Care and Adoption Services Act, 1994 PA 203, as amended, MCL 722.954a

POLICY CONTACT

Questions about this policy item may be directed to the [Child Welfare Policy Mailbox](#)